

MADERA COUNTY

DEPUTY COUNTY COUNSEL I DEPUTY COUNTY COUNSEL II/III

DEFINITION

Under general supervision (Deputy County Counsel I) or direction (Deputy County Counsel II/III), to provide a variety of professional legal services to the County through the County Counsel's Office; and to do related work as required.

SUPERVISION EXERCISED

Deputy County Counsel I

Exercises no supervision.

Deputy County Counsel II/III

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Deputy County Counsel I--This is the entry level in the Deputy County Counsel class series. Positions at this level usually perform most of the duties required of the positions at the Deputy County Counsel II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. Incumbents are members of the California State Bar.

Deputy County Counsel II/III--These are the full journey professional levels in the Deputy County Counsel class series. Positions at these levels are distinguished from the Deputy County Counsel I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at these levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Incumbents are expected to handle assigned cases and legal issues with only occasional guidance from other legal staff. Positions in this class series are flexibly staffed and positions at the Deputy County Counsel II level are normally filled by advancement from the Deputy County Counsel I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Deputy County Counsel II level. Incumbents are members of the California State Bar.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Researches and writes legal opinions; may act as trial advocate in civil litigation; confers with and advises boards, commissions, special districts, and County staff on legal matters; prepares drafts of contracts, notices, ordinances, resolutions, and other legal documents and instruments; researches and drafts pleadings and motions for County civil cases; prepares and responds to discovery in civil cases; prepares appellate briefs for cases on appeal; appears at administrative law hearings; handles estates and conservatorship; prepares civil cases; consults with other County Counsel staff on questions of evidence, law, and procedure related to specific legal problems; prosecutes actions for the County, Board of Supervisors, County officials, and special districts; defends claims and legal actions filed against the County and other local government entities; prepares and conducts proceedings for the acquisition of land by condemnation or purchase; reviews final subdivision maps, parcel maps, and lot line adjustments for legal sufficiency; researches and prepares subdivision improvement agreements, grant agreements, and other land agreements; serves as Counsel for assigned County departments and other local government entities.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Deputy County Counsel I

Knowledge of:

Principles of civil, constitutional, and administrative law.
Judicial procedures and the rules of evidence.
Principles, practices, methods, and materials of legal research.
Legal procedures and documents used in court cases.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn County ordinances and rules.
Learn statutes and codes applicable to civil proceedings and California public agencies.
Learn the duties, powers, limitations, and authorities of the County and of the County Counsel.

Ability to:

Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.

Analyze and appraise a variety of legal documents and instruments.

Draft legal documents such as ordinances, resolutions, statutes, contracts, and notices.

Present statements of fact, law, and argument clearly and logically in written and oral form.

Deal tactfully and courteously with others when representing local government interests and the County Counsel's Office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some professional legal experience is desirable.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar Association.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Deputy County Counsel II/III

In addition to the qualifications for a Deputy County Counsel I:

Knowledge of:

Operations, services, and activities of County Counsel's Office.

Knowledge of:

Precedent decisions impacting County operations.
County ordinances and rules.
Statutes and codes applicable to civil proceedings and California public agencies.
Duties, powers, limitations, and authorities of the County and of the County Counsel.

Ability to:

Independently perform the full range of duties.
Serve as a resource to other County staff.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of legal experience comparable to that of a Deputy County Counsel I with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar Association.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995